

66 Example Street
Houston, TX 25111

June 22, 2011

Ms. Sara Andrew
Administrator
St. Peter Public Hospital
180 N 15th Street
Austin, TX 21014

Dear Ms. Andrew:

I am writing in reply to the advertisement for the position of Licensed Practical Nurse at the St. Peter Public Hospital, as placed in the June 9th edition of the Austin Times classified section. I am very enthusiastic about obtaining this LPN position at your intensive care unit. With my extensive nursing experience and passionate approach, I would right fit into the environment of St. Peter Public Hospital.

As my enclosed resume demonstrates, I am awfully capable of this challenging position. My qualifications comprise:

- 2-year Practical Nursing program at North Texas Community College – 2009
- Licensed by the State Board of Practical Nursing – 2009
- Two years of hands-on experience as an LPN at intensive care unit of AAA Clinic

I am a very keen LPN who can pick new skills quickly and make good verdict. Additionally, I have extensive knowledge of medical terminology and am able to present information correctly. Moreover, I am able to handle high pressure situations, and cope with everyday emergency situations with good hand-eye coordination. Besides my patient care expertise, I am also expert in assisting with the planning of patients' care programs.

With these capabilities, I would be delighted to pursue my career with St. Peter Public Hospital and would welcome the chance to meet with you to talk about my qualifications in detail. I will contact you the week of July 2 to see if a mutually convenient time for an interview can be arranged. If you need any additional information regarding my credentials, you can reach me at (010) 999-9999.

I am grateful for the time you have taken to evaluate my resume. Thank you very much for your consideration.

Sincerely,

(Signature)
Anna L. Smith, LPN

Enc: Resume

